

## Project Planning Worksheet

**Date:** May 9, 2011

**Completed by:** December 31, 2011

**Project Title:** Ralston Complex Advisory Group

**Project Description:** Representatives from parties of interest along the Ralston corridor will convene and become informed about the multiple projects planned for or currently taking place in the Ralston Complex (Ralston Corridor, Arvada K-8 park, Garrison St. and Bridge construction, Garrison St./Central Park, Triangle redevelopment area) in order to communicate with the City and their respective groups about the projects, help identify potential problems and issues, and build trust between community members and the City.

**Who is the project owner?** City Manager and Councilmember Cook

### **Project Requirements:**

- Identify and invite representatives for various parties of interest to participate
- Establish dates, times, and locations for a series of meetings
- Clearly identify in the group the desire and intent for the work of the group
- Facilitate the group process, help them determine a work structure/process suitable to them
- Support the group through access to information, documentation of their process,

**1. Amount of time it will take to accomplish?** December 31, 2011 initially-group may decide to continue or not based on their needs

### **2. Scope of work?**

In Scope

Staff

- Provide timely information about all projects in the Ralston Complex
- Provide contact information for key staff members working on projects in the complex
- Attend meetings of this group and the groups they represent to provide information
- Facilitate communication between citizen group and City Council members

Group

- Attend meetings and become informed about projects in the Ralston Complex
- Review plans for all projects in the Ralston Complex
- Offer suggestions/recommendations on projects
- Serve as liaison to group they represent
- Provide "heads-up" information to staff and Council on issues that may be controversial or need attention

Out of Scope:

- Design of any project
- Expenditure of City funds
- Engage in re-visiting/reversing decisions made by other public processes

**3. Estimated Cost (materials, #hours)?** No estimate of materials other than copies. Estimated staff time-including overtime: 7 hours per week

**4. Progress evaluation plan**

- The group will establish some SMART goals when they begin their work specific/measurable/attainable/reasonable/timely
- The group will assess their progress toward the goals in December to determine what actions to take in 2012

**Who are the primary stakeholders in this project?**

City Council members, various community members, business owners, (representative from transportation committee, Parks Advisory Board, AURA board, Apex board, business owners from west end of Ralston Rd., mid-Ralston Rd and east end of Ralston Rd., CLRC group, Memorial Park group, Yarrow St. group, Independence group, Arvada K-8, Presbyterian Church Pastor,)

**How will project participants communicate?**

Contact information will be gathered from group members; group members will determine what method of communication works for them.

Emails/web sites/phone calls/meetings

**What are the project risks?**

Several projects may be underway before the group convenes

Group members may lack interest in long term commitment given the timeline for some of the projects

People who are disenfranchised may not be associated with a group represented